

Vacancy Announcement #P00-274 DMH

**VACANCY ANNOUNCEMENT**

**POSITION:** Management Assistant (Office Automation)  
GS-344-5/6/7

**LOCATION:** Bureau of Alcohol, Tobacco and Firearms  
Office of Training and Professional Development (TPD)  
Washington, DC

**OPENING DATE:** July 25, 2000      **CLOSING DATE:** September 11, 2000

**AREA OF  
CONSIDERATION:** All Sources

**NOTE:** More than one selection may be made.

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

**MAJOR DUTIES:** The incumbent provides vital support to Training Managers, Management Analysts, Program Managers, and the supervisor through assisting in various phases of training program development, delivery, and evaluation. Assists TPD staff by handling various segments of studies and surveys to assess the effectiveness of program operations. Provides assistance on projects and in the preparation of reports and other written materials pertaining to office programs. Extracts and gathers pertinent information from a variety of sources; researches specific aspects of projects as directed; and compiles, consolidates, summarizes, organizes, and presents detailed findings for inclusion in more complex reports by higher level personnel. Performs preliminary analysis of information gathered on specific projects, identifying problems and recommending possible solutions to facilitate more in-depth analysis by higher level personnel. Types subject documents in final form, ensuring that all material complies with prescribed formats and other policies and regulations.

**QUALIFICATION REQUIREMENTS:** Applicants must meet all qualification requirements within 30 days of the closing date of this announcement.

**A Qualified Typist is Required**

Applicants must show evidence (by self-certification [form attached]) of typing skill of at least 40 words per minute. If this evidence is not shown, the applicant will not be considered.

**For the GS-5 level:** Applicants must have one year of specialized experience equivalent to at least the next lower grade in the Federal service OR four years of education above high school.

**For the GS-6 and GS-7 levels:** Applicants must have one year of specialized experience equivalent to at least the next lower grade in the Federal service.

**Specialized Experience** is defined as experience which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position.

**EVALUATION METHODS:** Status applicants will be evaluated and given points on relevant experience; formal college level education; training and self-development within the past five years; QSI, SSP, Special Act and Suggestion awards; current performance appraisal; and the Supplemental Experience Statement. Non-status applicants will be evaluated on relevant experience, and the Supplemental Experience Statement will be used as the basis for determining the best-qualified applicants.

#### **SUPPLEMENTAL EXPERIENCE STATEMENT**

**On separate sheets of paper, describe your work experience, training and/or awards, volunteer experience or hobbies as they relate to each of the factors listed below. Provide detailed evidence of each of the factors and show how and when they were used. Include clear, concise examples that show level of accomplishments and degree of responsibility. Include where and when you acquired the knowledge and abilities.**

1. Ability to coordinate various projects with all levels of personnel.
2. Ability to gather and compile information in order to prepare narrative and statistical reports.
3. Knowledge of aspects of course delivery and development in order to assist the training managers in the delivery of training.
4. Knowledge of records and files management systems.
5. Ability to communicate orally and in writing.

#### **CONDITIONS OF EMPLOYMENT**

- ☐ The following statements are applicable if checked:
- ☐ A pre-employment physical is required.
- ☐ A pre-employment drug test is required.
- ☒ A pre-employment background investigation is required.
- ☒ Incumbent must be a U.S. citizen.
- ☒ Male applicants born after December 31, 1959, must be registered with the Selective Service System.
- ☒ Non-ATF applicants will not be reimbursed for travel and relocation expenses.
- ☐ Subject to a supervisory/managerial probationary period.

#### **GENERAL INFORMATION**

1. Applications will not be returned to applicants.
2. Applications must be received by the closing date of this announcement. The postmarked date will be considered only for those persons applying as non-status applicants for "All Sources" announcements.

**NOTE:** Promotion potential to GS-7. A non-competitive promotion may be made through the GS-7 level, provided qualifications are met and the supervisor recommends promotion.

#### **HOW TO APPLY**

A. Candidates may submit a resume; SF-171, Application for Federal Employment; or OF-612, Optional Application for Federal Employment. The OF-612 may be obtained by contacting us at the address and telephone number below, or by dialing into the Office of Personnel Management's electronic bulletin board system at 912-757-3100, or through the Internet (Telnet connections only at [www.atf.treas.gov](http://www.atf.treas.gov)). The SF-171 is no longer available for distribution.

**must** contain the following information:

Title, series, grade and vacancy announcement number of the vacancy for which

2. Full name, social security number and mailing address.  
Daytime and evening telephone numbers.  
For experience most relevant to this position, include name of employer, dates of employment, job title, description of duties and responsibilities.
5. ch position if other than 40 hours per week.
- 6.
7. Type of degree, if any, date received, GPA, major/minor field of study.  
Relevant training: course titles, dates, number of hours and institutions.  
Description and year of awards, honors, and special qualifications such as
10. Clear identification of U.S. citizenship.

B. Additional information/completed forms should be submitted, if checked:

Written response to the Supplemental Experience Statement.

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☒\_ Both DD 214 and SF-15, if claiming 10 point preference. (For non-status

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College transcripts or lists of college courses.

Race and National Origin Identification Form, ATF F 2931.1 (attached)

(Optional). Information submitted will be used for statistical reports only.

Performance appraisal, dated within the last year. If not submitted, credit

**not** be given for that portion of the evaluation process. (For status

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Current/former Federal employees - SF-

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Applicants with disability or veterans eligible for non-competitive

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Current Notice of Results.

Competitive-examining authority has been delegated to ATF by the U.S. Office of Personnel Management. Non-status applications will be forwarded to the

who wish to be rated under both merit promotion and competitive procedures must submit two complete applications.

Self-certification for typing proficiency.

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self-development taken within past five years  
(courses, training sessions or seminars that are three or more days in

status consideration only.)

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**SEND COMPLETED APPLICATION TO:**

Bureau of Alcohol, Tobacco and Firearms  
Personnel Division, Room 4170  
Attn: Diane Howard

Washington, DC 20226  
(202) 927-8630

927-7964.

**TO FIND OUT ABOUT OTHER JOB OPPORTUNITIES USE WEB SITE [WWW.USAJOBS.OPM.GOV](http://WWW.USAJOBS.OPM.GOV)**

**DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION  
UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP/CTAP).**

Federal employees seeking ICTAP/CTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a). This includes a copy of the agency notice and a copy of their most recent SF-50, noting current position, grade level and duty location. They must be rated well qualified. ICTAP/CTAP applicants must meet the mid-level range of the crediting plan for all factors.

**THE BUREAU OF ALCOHOL, TOBACCO AND FIREARMS PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES ON A CASE-BY-CASE BASIS. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE POINT OF CONTACT LISTED ON THIS VACANCY ANNOUNCEMENT.**

**AN EQUAL OPPORTUNITY EMPLOYER**

**ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, AGE, SEX, NATIONAL ORIGIN, NON-DISQUALIFYING DISABILITIES, RELIGION, SEXUAL ORIENTATION, MARITAL STATUS, OR ANY OTHER NON-MERIT REASON.**